

Classification

## REPORTS INVENTORY

CONTROL NO.

\*PREPARE IN DUPLICATE

DDS/IPC-07

1. TITLE OF REPORT (if a fill-in report include Form No.)

2. TYPE  
OF  
REPORT

STATISTICAL

☒ NARRATIVE

MACHINE-NAME LISTING

ADP Management

3. FUNCTIONAL AREA

☒

PERSONNEL

☒

TRAINING

☒ Command☒

LOGISTICS

☒

SECURITY

☒

MEDICAL

☒

FINANCE

☒

ADMIN. GENERAL

OTHER (specify)

ADP

4. NO. OF COPIES PREPARED

2

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Semi Annual

6. DISTRIBUTION (No. of components not  
number of copies)

2 - OPPB

7. FORMAT (memorandum, form  
computer print-out, etc)

Memorandum

8. ADP PROCESSING

☐ YES

IF YES GIVE ADP PROCESSING NO.

☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

BOB Circular No. A-79

10. PREPARING COMPONENT (include lowest level  
contributing information to report)

Directorate

11. FEEDER REPORTS (State total number and identify by Title,  
Form No., or nomenclature. Attach separate sheet if necessary.)  
Received from 7 DD/S Directorates, worked,  
consolidated, and fed to OPPB

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	= COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	= COST PER YEAR
13	9.40	24	\$225.60	2	\$451.20

## B. COSTS OF COMPUTER PRODUCED REPORTS

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## TOTAL COSTS PER YEAR

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,  
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

BOB Requirement - May 1967

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

☐ RETAIN AS IS☐ OTHER (explain)

MAN-HOURS

DOLLARS

☐ CHANGE☐ DISCONTINUE

N/A

16. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

STAT 9-24-70

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